

SECRET

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 2 June 1955

FROM : Chief, Procurement Division

SUBJECT: Weekly Activity Report

1. GENERALa. Rental of Haloid Xerox Copyflo Machine (continued item):

25X1A The rental agreement for the subject equipment has been forwarded to the Contractor for acceptance.

b. Vehicles for [REDACTED] (continued)

Continuing action is being maintained to expedite delivery of these vehicles.

c. [REDACTED] (continued and completed)

25X1A [REDACTED] adequate priority to this procurement to ensure delivery by 1 August 1955. However, delivery instructions will be held in abeyance until basing arrangements have been completed.

d. Procurement of [REDACTED] Aircraft: (continued)

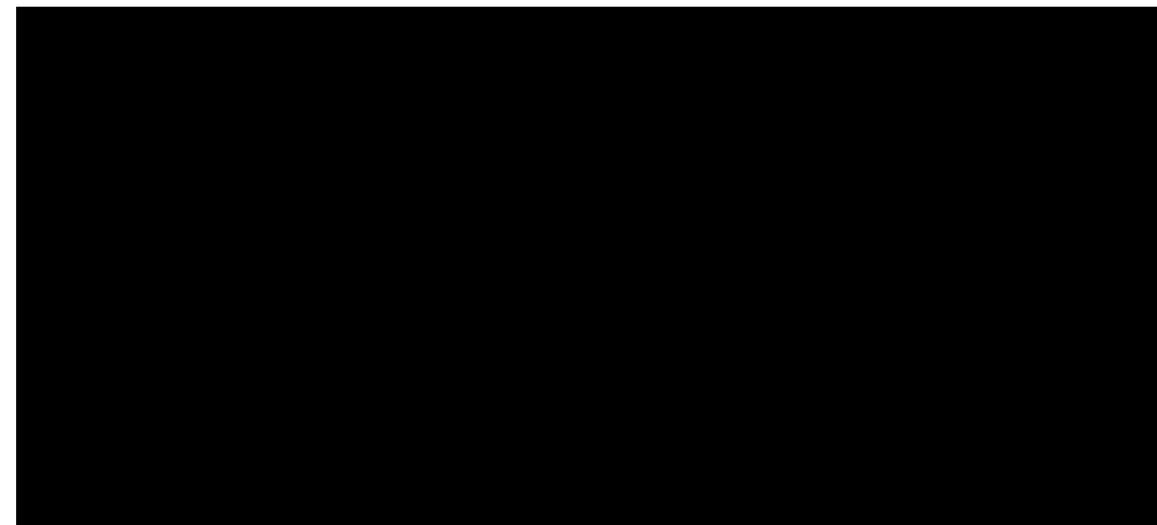
25X1A A memorandum was prepared for the DD/S approval authorizing procurement by direct purchase [REDACTED] Concurrence
25X1A has been obtained from the Office of the General Counsel and from the Office of the Comptroller. If DD/S approval for Fiscal Year 1956/57 funds is obtained, no delay is anticipated in negotiations with [REDACTED]

2. ITEMS OF INTERESTa. General Service Administration - Source of Procurement: (continued)

The Chief, Purchase Branch, is continuously in liaison contact with General Services Administration, the Foreign Operations Administration and the Special Support Assistant to Director of Logistics. This will be necessary until such time as an agreement is reached with GSA on the method of handling the procurement.

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3. PROJECTS AND STUDIES IN PROCESS

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a. Report of contracts financed with 1953 funds lapsing 30 June 1955 is forwarded under separate cover.

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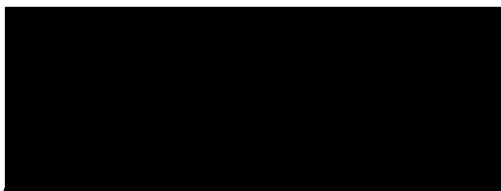
b. A management study of the Contract Branch by [REDACTED] and [REDACTED] is expected to be completed within two weeks.

4. SPECIAL PROBLEMS

a. Overtime work in Contract Branch: (continued)

Work in all sections of the Contract Branch is continuing on a six-day week basis. A review is made every Friday, however, by each Section Chief to ascertain that the workload will, in fact, require all employees to work Saturday. Overtime was performed to 8:00 p.m. Wednesday, 1 June 1955. The amount of night work to be performed will be increased as 30 June approaches in order to reduce the heavy backlog of contract actions.

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